



UNITED STATES
POSTAL SERVICE®

Mail Prep and Entry Steering Committee Meeting

August 19, 2014

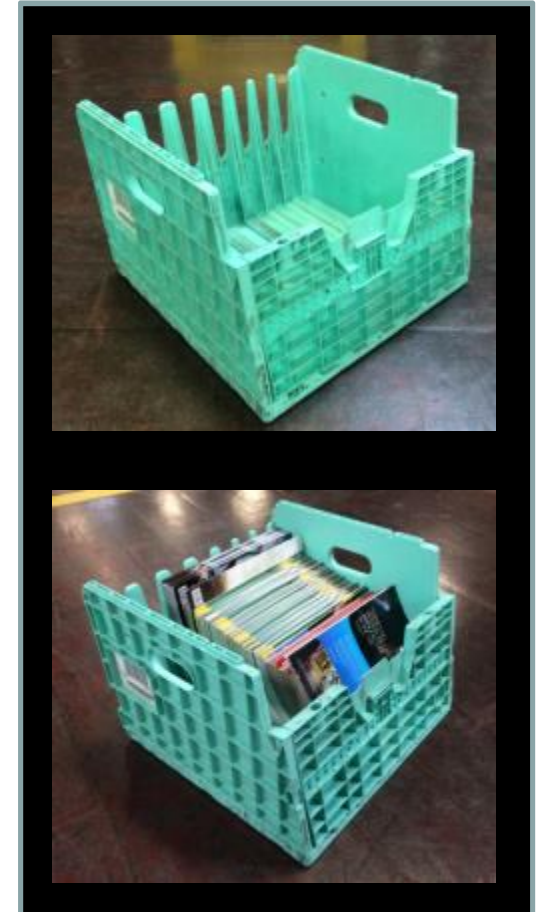
- **Welcome**
- **LSS Project SAMP Improvement**
- **Key Recent DMM Changes**
- **Updates since 5/20/2014**
 - **Idea Log**
- **Review B&E Matrix**
- **Next Steps and Wrap Up**

Problem:

- With the changes in mailer preparation requirements, additional flats are expected to flow to the FSS operation.
- SAMP (Stand Alone Mail Prep) productivities must be improved to ensure all available flats can be prepped within the given operating window.

Goal:

- Improve the SAMP productivity of ACTs per hour



Status

- Team validated issues with productivity
 - Multiple site visits with observations and data collection
 - Data Analysis of SAMP performance reports (End Of Prep)
 - Addressed local maintenance opportunities
- Team identified issues with the Automated Bundle Separation Unit (ABSU) cycle time in terms of bundle volume flow
 - Software change on SAMP (ABSU)
 - Adjust light sensors (more mail at workstation)
- Team developed ideas / concepts for improvement in the SAMP operations.
 - Ensure that methods guide are being followed
 - Local management and communication process
 - Share “Best Practices” with all sites

Pilot Program:

- Implemented operational improvements with ABSU operations.
- Addressed maintenance opportunities.
- Tested SAMP Operations with:
 - Productivity with 4 prep operators
 - Productivity with 3 prep operators
- Identified ideal number of operators to maximize the productivity with current mail volume for the SAMP operations
- Developing tools for local management for “Just In-Time” prepping to the number of FSS operators for National Roll Out

■ Domestic Mail Manual Streamlining

- Effective June 4, 2014, USPS introduced a streamlined version of the DMM. This is the first step in an initiative to reduce the size of the DMM without changes to content to make it quicker, easier, and more convenient to use.
- Chapters 200, 300, and 400 have been consolidated to create a revised Chapter 200, “Commercial Letters, Flats, and Parcels.” USPS has eliminated redundant language and reorganized the remaining language for consistency and to improve flow and ease of use. Chapter 100, “Retail Letters, Flats, and Parcels,” has also been streamlined.
- Additionally, the applicable Quick Service Guides (QSGs) have been renumbered to align with new Chapter 200 and updated with new DMM reference information. Applicable Customer Support Rulings have also been updated with new DMM reference information.
- In July, USPS revised Sections [203](#), [207](#), [601](#), [608](#), [703](#), and [705](#), continuing the initiative to reduce the size of the DMM without changes to standards.

- **eDoc Volume Criteria for Single-Piece First-Class Mail**
 - USPS revised DMM [604.5.1](#) to permit less than the current minimum volume for permit imprint mailings when mailers submit electronic postage statements and piece-level barcode information for single-piece First-Class Mail. USPS published this information in the June 12, 2014 Postal Bulletin.

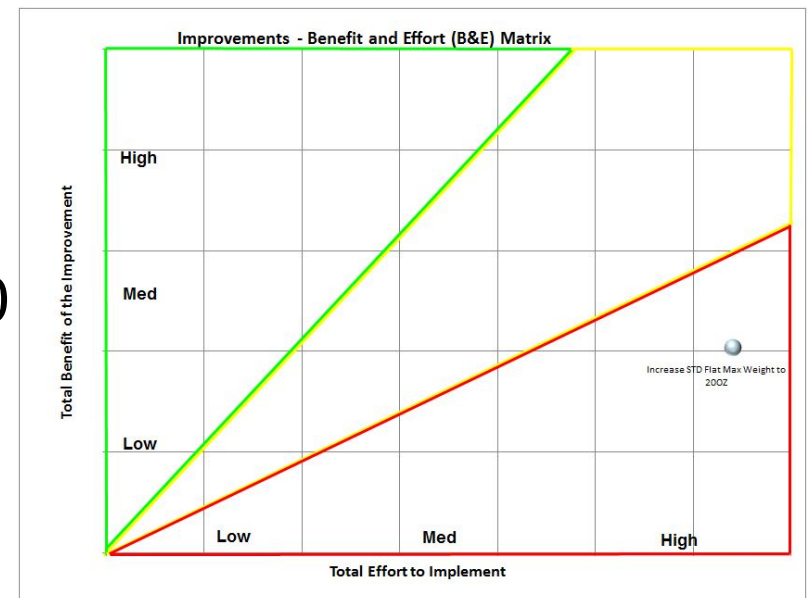
- **Clarification of Permit Fee Waiver in Participation Requirements for Full-Service Pieces**
 - USPS revised DMM [705.23.3c](#) to clarify the permit fee waiver in participation requirements for Full-Service pieces. USPS published this information in the June 26, 2014 Postal Bulletin.

- **Deferral of Effective Date: Elimination of Business Reply Mail (BRM) Parcels**
 - USPS revised DMM [505.1.4.1](#) to defer the effective date for eliminating mailers' option to use Business Reply Mail (BRM) to pay postage for parcel-shaped items. USPS published this information in the June 26, 2014 Postal Bulletin.

- **Closed Since May:**
 - #8 - There is a 500 piece rule for manifest requirements, which results in some smaller jobs not qualifying for discounts and having to be re-qualified for Single Piece mail.
 - #66 – Presort Verification for Flats in DMU's
 - #94 - Label List available to mailers do not always align with current processing.
 - #101 - Review NDC non-machineable parcel pricing and eliminate higher pricing at deeper sort levels.
 - #102 - Label lists - alignment with processing locations, documentation & structure, communication around usage, upcoming and planned changes
- **Completed Since May:**
 - #36 - Incentive / Promotions Impacts to FCM
- **26 Remaining in Benefit/Effort Matrix**

- High Priority
 - 9 Items
- Medium Priority
 - 10 Items
- Low Priority
 - 6 Items
- Pending Further Review (B&E Matrix)
 - 1 Item

- Increase Weight for Standard Flats to 20 Ounces
 - Idea submitted on 5/23/14 from Industry
- Today
 - Standard Mail Flats has a maximum weight of 16 ounces
 - Over 16 ounces and up to 20 ounces, the mail piece is classified as Bound Printed Matter



Item / Suggestion	Current Resolution
Issue 10: FCM Palletization Requirements via labeling lists are not clear.	OIS and Product Classification working with Sharon Harrison on current requirements. Mail Entry & Payment Technology provided the guidelines for FCM and palletization and the Full Service Mailer.
Issue 12: Clear authority and responsibility of management of CSA's are not clearly defined.	Master Degree Black Belt Project (Nadya) Update provided in First Class meeting. Linked with Item 95
Issue 13: Allow Commingled BPM Auto Flats with Standard Mail Flats	Programming & coding required for change. Not selected for 2015.
Issue 43: Study and determine if move to more cost based rates is beneficial	USPS Pricing is reviewing.
Issue 76: Low volume pallet entry. Specifically the text in the DMM does not require a pallet count on the 8125, so some mailers who do not palletize within their software still place trays and sacks on pallets, and create 8125's listing the tray or sack count but do not have a pallet count when the destination entry is below the required 500 lbs. or 72 linear feet). Their perception is that these are courtesy pallets and do not need to be listed on the 8125.	OIS continuing to work this issue. Pallet placard issue. See DMM 705.8.10.1
Issue 79: Bundle & Container prices should signal 5D prep and DSCF entry	Proposed for change in January 2015.
Issue 80: Container and Pound prices should signal the entry of 5D pallets to the DSCF and DDU	Under review by Operations and Pricing.
Issue 95: DMM vs. CSA sortation & prep requirements as it relates to above items, as well as review and increase of internal USPS understanding of current DMM	Master Degree Black Belt Project. Update provided on the July webinar. Linked with Item # 12
Issue 96: Explore options for creating fuller trays	Under review.

Item / Suggestion	Current Resolution
Issue 11: Non-Automation / Presort Mail rules are not clearly defined. Many mailers are confused about what is appropriate to claim with non-automation rules. Technical documentation from the vendor community is not clear since there are no standard rules on return codes produced by address cleansing software so this is not clear.	OIS is investigating. RIBBs provides a guide to all discounts, but waiting on more clarification from the Industry on what is specifically being requested.
Issue 21: Eliminate 3-digit CR prep level for STD and Periodical letters	No input from the Industry in terms of impact, USPS will start to elevate this issue to the next level.
Issue 23: Origin Entry Separation. Origin entry (local mail) separation requirements are not aligned across class / shape.	No input from the Industry in terms of impact, USPS will start to elevate this issue to the next level.
Issue 26: Bundle processing bottleneck and problems. Need for APPs alternative such as AFP to process bundles and not share equipment with packages.	SEM module has been installed. Additional discussions with OIS and Engineering.
Issue 44: The requirement to re-qualify mail should be further explored to be consistent across mail classes/types.	Full Service issue. Mailer scorecard available at this time. This issue may be overcome with Seamless.
Issue 62: Carrier Management of UAA has a gap in the process and not all UAA mail is managed back through an automated process to capture electronic notifications for mailers of NIXIE information.	In accordance with UAA, no gap in policy. First Class Mail can never be destroyed unless an ACS record is produced and only PARS and CFS can produce the ACS record. Propose Closing.
Issue 74: Removal of Origin Sack Mail	USPS LSS project on sacks.
Issue 81: Ensure MDF facilitate all 5D containers to the deepest possible Dest Facility. With the exception of the FSS scheme pallets, redirects are limited to 3D movements. This constrains the mail direction process from ensuring all 5D pallets are directed to the DSCF.	Hubs partially address this issue. MTAC WG 159 (Hubs) working on this issue.
Issue 82: Industry and USPS develop a strategy to increase the % of flats that comail	Industry has indicated this is a pricing issue. Propose Closing.
Issue 93: Evaluate opportunity to improve scheme design, including communication around usage, alignment of lists with processing, use of and minimum requirements for pallets and trays for FCM.	Label List L012 addresses this issue. The top / down approach address this issue by aligning the list with processing.

Issue 83: Enhance address label to include the CRRT designation on Non CRRT pieces	USPS in favor of closing. Industry would like to keep monitoring. Discussed on 6/25/14. Need to check with software folks in the Industry how do we address the following; 1) Difficulty to identify, 2) CASS certification, 3) Re-address
Issue 84: Re-evaluate non-machineable barcoded rates (PER & BPM over 20oz)	OIS will need to review. Need to jointly review automation compatibility standards.
Issue 85: USPS enhance DPS bundle prep operation (currently SAMP) to be capable of processing facility pallets. (today limited to scheme pallet)	Engineering is working on a low cost solution for bundle sorting at 13 FSS sites. Continue to monitor and work with HQ Engineering.
Issue 87: USPS make FSS container prep required ONLY AFTER a re-examination of optimal prep is completed	Very important. FSS Facility pallet option. OIS continuing to work the idea.
Issue 91: Explore pricing methods to strengthen or create uniform signals for FSS prep across each class	Proposed for 2015.
Issue 117: Issue: 1. Standard Mail Flats has a maximum weight of 16 ounces. 2. Flat mail over 16 ounces and up to 20 ounces becomes Bound Printed Matter. However, the USPS process both as a flat. 3. In CoMail there is no USPS option to combine Standard and BPM flats within the mail stream	Programming & coding required for change. Not on list of priorities for 2015.
Issue 104: Explore new presort options for parcels, including 3-digit at DSCF and PSM schemes at DNDC	Discounts are provided today for machineables - 5 digit and NDC separations. Industry feels SCF separation is needed in order to generate growth in a competitive market.

- Next Webinar Meetings
 - September 18, 2014 2PM – 3PM EST
 - October 16, 2014 2PM – 3PM EST
- Next Face to Face Meeting
 - November 18, 2014 9AM – 12PM EST
- Wrap up